



## FREDERICK COUNTY ELECTORAL BOARD

Mary Strenko

Chairman

Kay Dawson

Vice-Chairman

Lynnette Embree

Secretary

343 Sunnyside Plaza Drive, Winchester, Virginia

22603

### Final Minutes Frederick County Electoral Board Monday, August 14, 2023

The Frederick County Electoral Board met on Monday, August 14, 2023. Those present were Chairman Mary Strenko, Vice-Chairman Kay Dawson, Secretary Lynnette Embree, Registrar Rich Venskoske, Senior Deputy Registrar Diane Lockhart, and Deputy Registrar Estelita Obert.

Guest present: Shawn Graber, Back Creek District; Sherry Long, Shawnee District; Christie Scarborough, Stonewall District; and Rodney Wine, Shawnee District.

- 1.) The meeting was called to order at 8:30 a.m. by Chairman Mary Strenko.
- 2.) Secretary Lynnette Embree made a motion to adopt the agenda. Vice-Chairman Kay Dawson seconded the motion and the motion passed unanimously.
- 3.) A motion to approve the minutes of June 12, 2023, was made by Vice-Chairman Kay Dawson and seconded by Secretary Lynnette Embree. The motion passed unanimously.
- 4.) A motion to approve the minutes of July 10, 2023, was made by Vice-Chairman Kay Dawson and seconded by Secretary Lynnette Embree. The motion passed unanimously.
- 5.) Old Business:
  - a. Registrar Venskoske gave the Electoral Board an update on the new Sunnyside location for the Registrar's Office. Tables and chairs will need to be purchased to accommodate Officer of Election training for approximately \$6,000.
  - b. A Certificate of No Objection to move the Central Absentee Precinct was approved by Attorney General Jason Miyares. The precinct moved from 107 North Kent Street, Suite 102 to 232 Sunnyside Plaza Drive.
  - c. The County Administrator agreed to loan the Registrar's Office \$27,600 for new voter cards to be mailed to Frederick County voters advising them of the new location.
  - d. Vice-Chairman Kay Dawson discussed more issues that have been discovered at the new Sunnyside office location.

- e. A postage meter will need to be obtained by the Registrar's Office to mail from the new location.

6.) New Business:

- a. Early voting for the November 7, 2023, election begins on September 22, 2023.
- b. Vice-Chairman Kay Dawson made a motion to order folded ballots that equal 10% of the voting population. Secretary Lynnette Embree seconded the motion and the motion passed unanimously.
- c. Secretary Lynnette Embree made a motion to order 65% of ballots per registered voters in each precinct. Vice-Chairman Kay Dawson seconded the motion and the motion passed unanimously.
- d. Chairman Mary Strenko discussed security and first aid at the new Sunnyside location.
- e. All precincts must be ADA compliant. Chairman Mary Strenko will work on this.

7.) Registrar Business:

- a. Vice-Chairman Kay Dawson made a motion to have Registrar Venskoske begin the process of hiring a part-time person for the Registrar's Office. Secretary Lynnette Embree seconded the motion and the motion passed unanimously.

8.) Citizen Comment:

- a. Rodney Wine, Shawn Graber, Christie Scarborough and Sherry Long made citizen comments.

- 9.) Vice-Chairman Kay Dawson made a motion to move into closed session to discuss personnel matters. Secretary Lynnette Embree seconded the motion and the motion passed unanimously.

- 10.) Vice-Chairman Kay Dawson made a motion to come out of closed session, stating that only personnel matters were discussed during closed session. Secretary Lynnette Embree seconded the motion. The motion passed unanimously.

- 11.) Secretary Lynnette Embree made a motion to approve four applications for Officers of Election. Vice-Chairman Kay Dawson seconded the motion. The motion passed unanimously.

12.) Vice-Chairman Kay Dawson made a motion to adjourn the meeting. Secretary Lynnette Embree seconded the motion and the meeting adjourned at 10:30 a.m.

Respectfully,

Lynnette Embree, Secretary

Mary R. Strenko Chairman  
Kay Dawson Vice-Chairman  
Lynnette L Embree Secretary  
September 11, 2023 Date